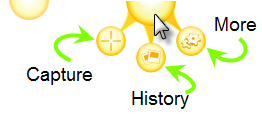
Do you see the sun? It looks like the image below--the faint one without the mouse cursor. It's discreetly tucked away somewhere on the edge of your screen, always ready when you need to make a capture. (Oh, and you can always [move](http://help.jingproject.com/tips-tricks-and-advanced/move-the-sun-launcher/) or even [hide](http://help.jingproject.com/manage/jing-startup-and-sun-options/) the sun if you want.)



**Taking your first capture:**

1. Mouse-over the sun and three little rays appear.

The one with the cross-hairs is **Capture**. This is how you start your capture. The one in the middle is **History**. Copies of your captures are located here. The one with the two gears is **More**. There are many settings you can change in **More**. For example, you can setup Hotkeys, or make it so the Jing sun doesn't appear on your screen.

1. Click **Capture**.
2. [Select an area](http://help.jingproject.com/capture/select-an-area-to-capture/) of your screen to capture.

You can select a window, part of a window, or, you can click and drag the cross-hairs to select a region. Decide if you want to capture an image or video. You can add arrows, text and highlights to images. If you have a microphone, you can narrate your video! Videos are limited to 5 minutes in length. For this first capture, we suggest you click the **Image** button.

1. Choose what you want to do with the [image](http://help.jingproject.com/capture/capture-an-image/) [(or video)](http://help.jingproject.com/capture/capture-a-video/).

You could save the image to your computer. You can also copy the image to your [clipboard](http://help.jingproject.com/get-started/where-is-my-clipboard/). This makes it easy to switch to another application like a document or email and paste the image. Sharing to [Screencast.com](http://help.jingproject.com/share/what-is-screencastcom/) returns a convenient link which is copied to your clipboard. This is a very powerful option in that you can paste the link into chats, emails, and instant messaging clients.

That's the basic idea! You quickly capture an image or make a little video. Then, you either share it or save it! For all technical support issues, please contact TechSmith's free [Technical Support](http://support.techsmith.com).

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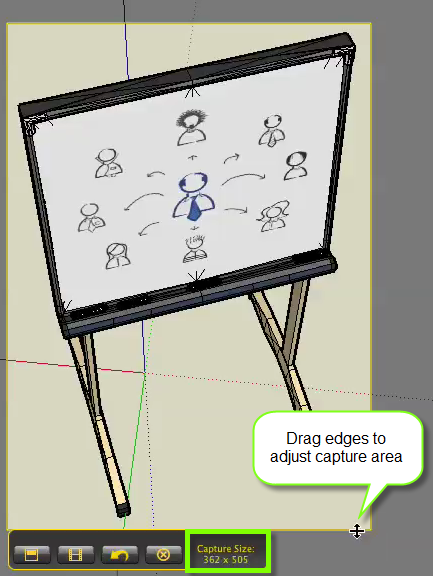
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Select an Area to Capture

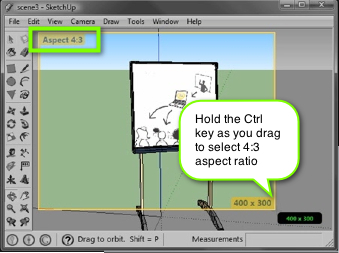
Jing can capture your entire screen, a window, or an area of the screen you specify.

Click [Capture](http://help.jingproject.com/get-started/get-started-with-jing-taking-y/) (or use a capture [Hotkey](http://help.jingproject.com/manage/capture-hotkey/)) to initiate the capture process. If you have multiple windows on your screen, notice how certain areas will be brighter than others as you move your mouse around the screen. Jing will capture the bright (non-dimmed) area of your screen.

To specify a capture area, click and drag the mouse. You can select a rectangular area of your screen to capture. Once the area is highlighted, you can adjust the size by clicking and dragging the borders of the capture area.



Hold the **<Ctrl>** key or **<Shift>** key as you drag to snap to standard dimensions. Holding **Ctrl** locks to a 4:3 aspect ratio and **Shift** locks to 16:9. This means there are 4 pixels in width for every 3 pixels in height, and likewise, 16 pixels for every 9 in height.



Who cares? This is particularly handy if you are working with video editors or websites that require one of these standard ratios. Videos that don't comply will often have black bars or may appear squished or stretched. Screencast.com does not resize your content.

Here are some popular dimensions:

**Standard, 4:3** (width:height) Popular dimensions include: 320x240, 640x480, 800x600, 1024x768

**Widescreen, 16:9** (width:height) This is sometimes referred to as High Definition or HD. Popular dimensions include: 640x360, 800x450, 960x540, 1024x576, 1280x720, and 1920x1080

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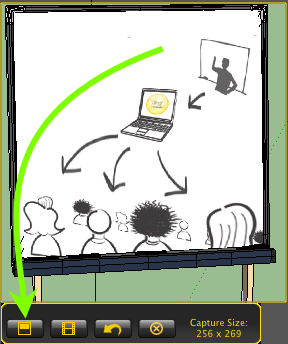
Bottom of Form

Capture an Image

Jing can capture and share images from your computer screen. You can annotate the images with text, arrows and more to draw your viewer's attention and make your point clear.



Once you select your entire desktop, window or area to capture, click the **Image** button.



You can annotate the image in the Jing Preview Window several ways:

* Use the Arrow tool to focus the viewer's attention on something.
* Use the Text tool to write a comment, note, or ask a question.
* Use the Frame tool to draw a box around something noteworthy.
* Use the Highlight tool to draw attention to something.



Click the Undo button or use Ctrl + Z (Cmd + Z on Mac) to undo mistakes you may have made. Click the Redo button or Ctrl + Y ( Cmd + Shift + Z on Mac) to redo annotation you may have undone.

Once your image is ready, you can name the image file. The default date/time stamp works fine, but if this is an image you might need to find later, we suggest giving it a logical name.

A few last tips:

* You cannot annotate videos, so these tools will not appear in the Video Preview Window.
* Try experimenting with the font type, color and size. Pick a combination that suits you!
* Once you annotate an image and copy, save, or share it, you can no longer go back and undo the annotations.
* Annotations are layered on the image in the order drawn. If you are making a text box and an arrow pointing out something to the viewer, it can look a little better if the arrow is drawn first so it's under the text box. You can always move it later.

OK, so you've captured an area, maybe made some annotations, perhaps named the file. Now it's time to [copy, save or share](http://help.jingproject.com/share/share-save-and-more/) the image.

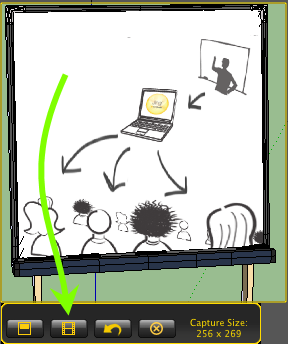
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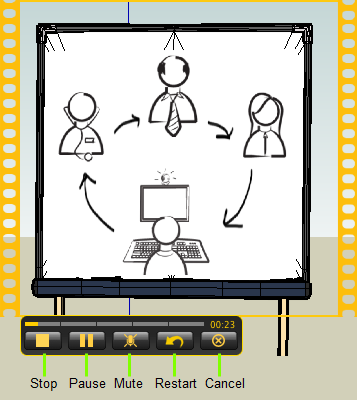
Capture a Video

Jing can capture and share videos (up to five minutes long) from your computer sc

Once you select your entire desktop, window or [area to capture](http://help.jingproject.com/capture/select-an-area-to-capture/), click the Video button. 

There's a 3-second countdown before you're on! The yellow filmstrip-like vertical bands start scrolling to indicate a recording is in progress.

* Click the Pause button to gather your thoughts or bring a new window or application into the recording area.
* Click the Restart button if you made a blunder and just want to start the recording over.
* Click Stop to conclude recording.



Your video is displayed in the Jing Preview window. Check to make sure the audio sounds right and you recorded everything you meant to. Sometimes listening and analyzing yourself causes one to be overly critical. Hey, it's Jing. It's supposed to be fast. Unless the audio is really poor or you accidentally captured something confidential on your screen, why not just send it off? Now it's time to [save or share](http://help.jingproject.com/share/share-save-and-more/) the video.

Here are a few more video specifics:

* Jing records audio (you can mute it though) and will record your default audio input device. Usually this is your built-in or connected microphone. If you're having trouble recording audio, please view [this post](http://help.jingproject.com/tips-tricks-and-advanced/audio-faqs/).
* If you're sending your videos to a site that will resize or re-encode your video (like YouTube), you may want to learn more about [dimensions](http://help.jingproject.com/capture/select-an-area-to-capture/) that will work best.
* Jing has a 5-minute time limit--it's for short, fast communication; not so much for long tutorials or presentations.
* Jing's videos are best viewed in a Web browser. If you make videos using the MPEG-4 video format in Jing Pro, they can be viewed by more applications, will likely be smaller in file-size, record hi-motion content better, and may be editable in an editor of your choosing.
* You can't annotate Jing videos--just images.

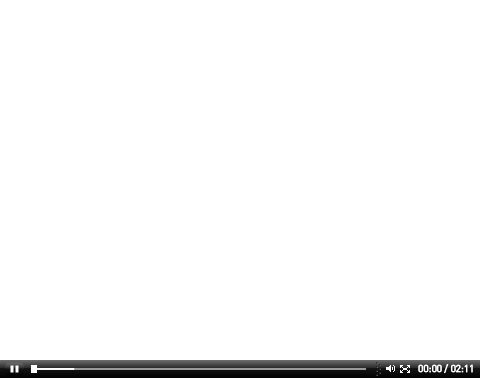
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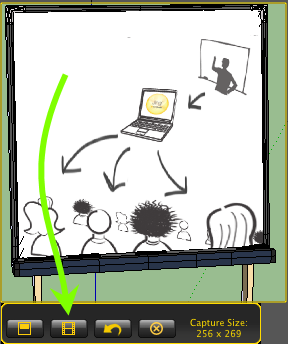


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Capture a Video

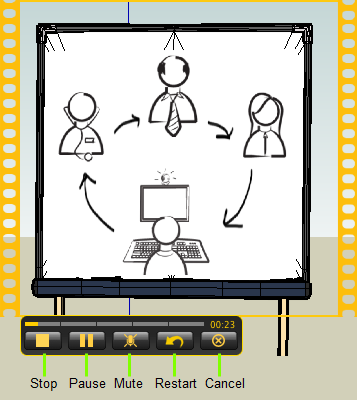
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* You can't annotate Jing videos--just images.

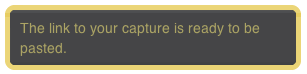
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Where is My Clipboard?

You may have captured an image or video then clicked the Share button and wondered, *"Where in the world did my file just go?"*

You may have seen a message like this, but found the message confusing.

What's happening is that Jing is copying a URL (hyperlink), file path, or other content to your clipboard.

*But what's the clipboard?*

The clipboard is a little tough to explain because it's a computer metaphor that you can't see or touch, but you've likely used it without knowing it. Consider a word-processing document. You want to move some text around so you highlight a sentence then click **Edit > Cut** and move the cursor to where you want the text to be placed. Then you click **Edit > Paste**. Almost magically, the text that was gone reappears. Where was the text while in between the cut and the paste? It was on your clipboard--a little place in your computer that remembers one thing for easy retrieval.

Jing uses the clipboard too. When you copy an image to your clipboard or share content to Screencast.com, Jing stores (remembers) the image, URL (hyperlink), or other content on your clipboard. It's kind of like Jing automatically does that first step--the copy part--for you. Then all you have to do is paste the content in any supported location.

Here's a couple of examples:

* I capture an image and click the **Copy** button. At this point Jing copies the image to the clipboard and considers its work done. I switch over to my PowerPoint presentation and paste it in using PowerPoint's menu.
* I record a quick video and click the **Screencast.com** button. Jing uploads the video to my Screencast.com account and once it's privately hosted on my Screencast.com account (on the Internet) Jing gets a URL (hyperlink) with the location of my video. Jing then copies the URL onto my clipboard. I paste the URL from my clipboard into an email I am going to send to many of my friends.

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What is Screencast.com?

Screencast.com is TechSmith's media hosting solution and it works great with Jing.

Jing uses Screencast.com to securely host your content since it's perfect for the kind of images and videos you'll want to make with Jing. We also use Screencast.com so we can give everyone a [free](http://www.screencast.com/answers/tutorial.aspx?id=268), secure hosting option that enables the fastest visual communication possible!

* **Does Jing only work with Screencast.com?** No. You can upload content to your own FTP server, save images and video to your computer, and more.
* **Is Screencast.com free for Jing users?** [Yes](http://www.screencast.com/answers/tutorial.aspx?id=268). We give you 2 GB of storage, and 2 GB of [bandwidth](http://www.screencast.com/answers/tutorial.aspx?id=277) per month.
* **Is Screencast.com private?** Yes. Your content on Screencast.com is [your business](http://www.screencast.com/answers/tutorial.aspx?id=303). (You can make it [public](http://www.screencast.com/answers/tutorial.aspx?id=303) if you want to.)

**Screencast.com offers a ton of other benefits as well:**

* Video and image quality is [lossless](http://www.screencast.com/answers/tutorial.aspx?id=393). That means that Screencast.com doesn't mess with your content. No compression, no loss of quality, no resizing.
* You have great control over the [privacy level](http://www.screencast.com/answers/tutorial.aspx?id=303) of your content.
* Allow viewers to [comment](http://www.screencast.com/answers/tutorial.aspx?id=409) on your content.
* Screencast.com lets you create [MediaRolls](http://www.screencast.com/answers/tutorial.aspx?id=428) and [Playlists](http://www.screencast.com/answers/tutorial.aspx?id=301)--a nice way to put a lot of content in one convenient place for viewers--and when you update it, viewers have the option to be [automatically notified](http://www.screencast.com/answers/tutorial.aspx?id=370).
* Screencast.com returns convenient, small links to your content. They're easy to paste or even re-type if someone has to.
* Return [embed code](http://www.screencast.com/answers/tutorial.aspx?id=310) automatically. This is great for bloggers or people that want to provide viewers with Jing images or videos right on their site. (As opposed of a user having to click a link and leave the page.)
* [Attach files](http://www.screencast.com/answers/tutorial.aspx?id=293) to your content. For example, allow people to view your Jing video and download an accompanying PDF or ZIP file.
* [Track](http://www.screencast.com/answers/tutorial.aspx?id=297) the number of times people have viewed your content. You can even sort by what's most or least popular.
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Audio FAQs

Two common audio problems are Jing not recording the microphone and having trouble trying to record system audio.

**Does Jing record audio with video?** Absolutely. If your microphone isn't working, something's wrong. Maybe your mute button is on? 

Jing looks for the default audio input device. Usually that's the microphone. Check your Control Panel (Windows) or System Preferences (Mac) and make sure that the default audio input device is your microphone. If you need help, check out TechSmith [Tech Support.](http://techsmith.custhelp.com/cgi-bin/techsmith.cfg/php/enduser/std_alp.php?p_sid=aXjOVmkj&p_lva=&p_li=&p_accessibility=0&p_redirect=&p_page=1&p_cv=&p_pv=1.109&p_prods=109&p_cats=&p_hidden_prods=&prod_lvl1=109&p_search_text=&srch_btn_submit=%C2%A0%C2%A0%C2%A0Search%C2%A0%C2%A0%C2%A0&p_new_search=1&p_search_type=answers.search_nl)

**Can I record my system audio?** Jing can *usually* record system audio. Why the italics? Well, especially with Windows Vista there are a lot of "if's" and conditions based on your sound card and more. Keep in mind though--for both Windows and Mac, Jing was not really designed to capture system audio. We focused on voice capture and keeping the audio files small. We should also make clear that you can't switch back and forth between microphone and system audio once you start recording.

While [this article](http://www.techsmith.com/learn/camtasia/6/faq/system-audio.asp) was written for Camtasia Studio, the content is extremely applicable to "fixing" your microphone setup and recording system audio.

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Quit or Restart Jing

Trying to close or quit Jing but not sure how?

Jing functions as more of a utility working in the background as opposed to traditional programs. If you want to quit Jing, click **More > Quit**.



One reason people may need to restart Jing is if they buy Jing Pro. Jing checks its Pro status upon startup.

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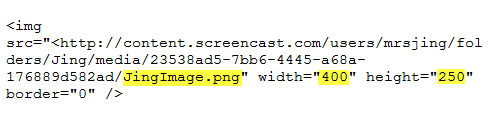


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Custom Code (Advanced Topic)

Jing can automatically return html embed code for Screencast.com, Flickr and YouTube and you *don’t have to* make any modifications to the generated code. (Some people want to make modifications though and this topic is for you!) The nice thing about embed code is your viewers can see your image or video right in the context of your webpage, blog or Learning Management System--as opposed to having to click a link to view your content on another page. You must create your own custom code or html embed code if you're using FTP.

Jing provides tags (content) for the following variables: height, width, and filename. Insert variables in brackets like this: [height] [width] [filename]. Here's an example: Someone captures an image from their screen. It's 400 pixels wide, 250 pixels high, and they name it "JingImage". The return embed code would look something like that shown below. Note that depending on where you upload it and whether you upload an image or video, your code will look different. The point here is that Jing supplies the highlighted values whenever the code requires height, width, and filename.

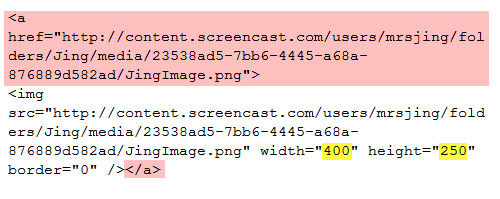


**I would like to learn about html embed code (custom code for FTP) for...**

[Screencast.com](http://help.jingproject.com/tips-tricks-and-advanced/custom-code-advanced-topic/) ▼

Screencast.com returns its own embed code for images and videos. The code for each is drastically different.

Sample Screencast.com image embed code:



There are two things going on in this code. The part highlighted in red is optional--it's basically a link to itself. This allows a viewer to click the embedded image and view it in a new tab or window. You can delete the red highlighted part and your embedded image will still work fine. You can manually change the size (in pixels) but be sure to keep the same proportion or the image will look squashed. If you change the filename (JingImage.png in this example) your embed code will break.

One last option concerning borders. By default, the image has no border, but you can change the "0" to a positive integer (representing pixels of thickness) and a black border appears.

Sample Screencast.com video code:



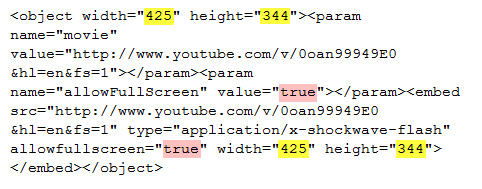
This code looks overwhelming, but the vast majority of it has to do with things Screencast.com is doing--like making a first frame thumbnail, adding the big play button, adding controls, etc. It's also sending back your content as an object and as embedded. While it seems repetitive, it ensures your video will work well on a variety of web browsers with different versions and settings.

Embed code will work for both SWF and MPEG-4 video, however only MPEG-4 video can be resized. If you want to resize your video, note the eight places you must change. Remember to keep the same ratio or the video will appear squashed. The "true" area in red can be changed to "false" if you do not wish to give your viewers the option to view the video in full screen mode.

[YouTube](http://help.jingproject.com/tips-tricks-and-advanced/custom-code-advanced-topic/) ▼

YouTube returns embed code for videos.

**Sample YouTube embed code:**



YouTube video embed code is pretty short and sweet. There are a few things to be aware of.

* If you want to resize your video, note the four places you must change (yellow highlights). Remember to keep the same ratio or the video may appear squashed or have black bars on the sides or top of the video in order to keep the aspect ratio the same.
* You can change the allowFullScreen value to "false". Doing so does not remove the full screen button from the player. It simply does not work if the viewer clicks it.
* If you resize the video too small, your player will lose some buttons such as the full screen and menu button.

If you really want to go nuts and add a bunch of options to your embed code, check out [Google's YouTube API](http://code.google.com/apis/youtube/player_parameters.html).

[Flickr](http://help.jingproject.com/tips-tricks-and-advanced/custom-code-advanced-topic/) ▼

Flickr returns embed code for images.

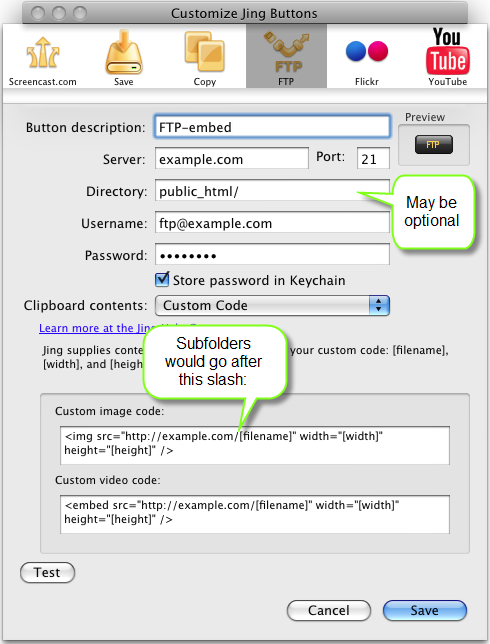
**Sample Flickr embed code:**



The part highlighted in red is optional, but may be handy depending on your situation. It allows the viewer to click the image and be directed to your Flickr Set. It's kind of like a link to itself. You can delete the red highlighted part and your embedded image will still work fine. You can manually change the width and height (in pixels) but be sure to keep the same proportion or the image will look squashed. The alt tag in this example is "JingImage". This is the text that appears if the image cannot be shown by the browser. Changing the text has no impact on your embedded image.

[FTP (Jing does not support sFTP or FTPs)](http://help.jingproject.com/tips-tricks-and-advanced/custom-code-advanced-topic/) ▼

Since it's *your* FTP server, you're in total control. That's the good news. The bad news is that since Jing doesn't know anything about your FTP server, you'll have to manually configure your custom code or html embed code. Please contact your IT Administrator or hosting provider if you encounter problems as there are many ways FTP access can be configured.



**Overview and Notes:**

* You can create multiple FTP buttons. FTP buttons can return a link or embed code to your content. Therefore if you sometimes want to link to content and other times wish to embed content, you would need two FTP buttons.
* The provided sample code below is the minimum required. For videos in particular you can add a great deal of advanced customization that goes beyond the scope of this topic.
* In order for your images and videos to appear to viewers, you need to specify a folder where they can be publicly accessed. For example, many FTP servers have a "public\_html" folder. In other cases, this may not be required, or perhaps you would like your Jing content to go in a different folder. You need to make sure the folder has the appropriate permissions so that viewers can see the content.

**Sample HTML Link Code:**

Paste and modify the following into your FTP button's **Custom code** fields. Jing will returns a URL where viewers can see your content. This works for both images and videos. Remember the folder has to have the appropriate permissions.

http://example.com/[filename]

**Sample HTML Embed Code:**

Paste the following into **Custom image code:**

<img src="http://example.com/[filename]" width="[width]" height="[height]"/>

If you want the embedded image to also serve as a link (by default to itself) paste and modify this code:

<a href="http://example.com/[filename]"> <img src="http://example.com/[filename]" width="[width]" height="[height]" />"

Paste the following into **Custom video code:**

<embed src="http://example.com/[filename]" width="[width]" height="[height]"/>

Try an Internet search for *parameters embed* to learn more about parameters such as autoplay="false" and allowFullScreen="true"

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Preferences and Settings

Jing doesn't have a ton of features or complex options, however there are some settings you should know about.

Click **More > Preferences** to access five Jing options.



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Jing Startup and "Sun" Options

By default Jing starts when your computer does, and appears as a Sun on the edge of your screen. But, you're the boss of that behavior so if you don't like it, you can change it.



To configure startup and launcher options:



Click **More**, then **Preferences**. Note that if you hide the sun and later change your mind you can right click Jing in your System Tray or menu bar and then click **More > Preferences** to modify an option.

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| --- | --- |
| http://content.screencast.com/users/JingHelpCenter/folders/Images/media/55835d68-82d0-4945-aec4-0ada38202539/jing-windows-tray.png | http://content.screencast.com/users/JingHelpCenter/folders/Images/media/6a905457-e9be-439f-9516-efab2527badd/jing-mac-menu.png |